



Job Description CHA/PATH Instructor

Last Updated: 06/14/2023

Department: Programs
Supervisor: Lead CHA/PATH Instructor
Classification: Full Time/Hourly/Non-Exempt
Hours: 40 hours per week

DESCRIPTION:

The CHA/PATH Instructor provides transformational-level class instruction in a safe manner, following LoveWay, CHA, and PATH Intl. standards, policies, and guidelines. Operate daily with people with disabilities to empower Equine Assisted Learning. Direct Horse Lead and Side Walker volunteers to ensure safe and impactful sessions tailored to the individual needs of the rider.

REQUIREMENTS:

1. Minimum PATH Intl. CTRI or CHA – IRD1 level certification.
2. Must possess extensive experience as an equine handler and knowledge of horse care.
3. Must be certified in CPR and First Aid (or able to obtain).
4. A bachelor's degree in psychology, social work, or a related field is a plus.
5. A flexible schedule as determined by the Executive Director.

RESPONSIBILITIES:

Class Instruction:

1. Instructs and leads LoveWay programs for individuals with disabilities. Follows pre-planned lesson plan to ensure timely, efficient, and impactful classes.
2. Maintains a safe program environment for participants, equines, and volunteers. Communicates safety plans often and clearly according to CHA and PATH Intl. standards, policies, and guidelines.
3. Encourages progress and independence in participants appropriate to their abilities. Able to challenge individuals to strive beyond their means.
4. Communicates with parents and teachers professionally as needed, always in a positive, respectful manner and in-line with LoveWay's core values.
5. Assist the Director of Equine Development when able.
6. Assist fellow CHA/PATH Instructors when able.
7. Assist with CHA facility re-accreditation and compliancy.

Volunteer Interaction:

1. Direct EAL Horse Lead and Side Walker volunteers in a positive, respectful manner before, during, and after classes. Empower volunteers to provide the best possible experience for the participant.

2. Assist in the training, orientation, and ongoing education opportunities as designated to ensure volunteer retention and appreciation.
3. Respond to volunteer questions and concerns in a prompt manner knowing when to pass them up the chain of command.

Horse Care and Stable Duties:

1. Utilize equines under scheduled direction of the Director of Equine Development.
Communicate weekly with the Director of Equine Development regarding duties, concerns, etc.
2. Report any issues with equines to the Director of Equine Development as soon as possible.
3. Assist in maintaining orderly stalls, barns, equipment, and arena by directing volunteers in appropriate cleaning methods.

Office Duties:

1. Maintain participant record logs, rider evaluations, and impact assessments, completing lesson plans, assisting with participant paperwork, and perform other duties as requested.
2. Engage in annual performance appraisals and continuing education opportunities in fields related to LoveWay.
3. Attend staff meetings, LoveWay functions, and fundraisers as able.
4. Other office duties as assigned.

PERSONAL AND PROFESSIONAL ATTRIBUTES:

1. Respectful communication to staff, volunteers, and clients.
2. Proven ability to work hard, prioritize, and organize.
3. Communicate all problems and concerns through chain of command.
4. Abide by Client Confidentiality Agreements.
5. Represent LoveWay in a positive and professional manner.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands and work environment described herein are those that must be met by said employee to successfully perform the essential functions of the position.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

I have received a copy of and agree to work within the guidelines of this Job Description.

Signature: _____ Date: _____

Printed Name: _____

Supervisor Signature: _____ Date: _____

Printed Name: _____